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*Minutes of the May 22, 2013 Salt Lake County Bicycle Advisory Committee Executive Staff Meeting held at the Salt Lake County Government Center in Salt Lake City, Utah*

Present: A.J. Martine, Chair; John Herbert, Vice-Chair; Jeff Hall, Secretary; Lisa Graham, Treasurer; George Deneris, SLCo Active Transportation Coordinator;

1. A.J. and executive committee discussed the upcoming mini-summit to be held in June together with the regular monthly June SLCBAC meeting. A.J. discussed the need for outreach to the south, west part of county. A.J. said he believed as of today, anticipated attendance may be 15-20. A.J. said he's still looking for RSVPs from other potential attendees. A.J. said he would send Salt Lake City MBAC members reminders for the mini-summit; he also said we should send reminders to SLC Green Bike,

2. A.J. and John discussed the need to have the meeting room organized and set up for the mini-summit. AJ discussed organizing the discussion parts of the mini-summit in informal groups, organized based upon the attendance.

3. A. J. said he would bring flip charts and stands (if possible) to the meeting. A.J. thought it would be necessary to arrive at 4:15 p.m. on the day of the mini-summit to organize and get food set up. To fill some needs like moving tables, getting the room arranged, A. J. said he would email SLCBAC members for help in setting up the room. A.J. thought this would allow us an on-time start of the mini-summit at 4:30.

4. A.J. and the executive committee discussed the purpose of the mini-summit: tell us what SLCBAC ought to be doing.

5. The executive committee discussed emailing people, organizations and inviting them to mini-summit. A.J. said we'll need recorders to note ideas, ensuring voting goes smoothly. A. J. said he would prepare hand outs with ground rules for the discussion sessions.

6. Agenda for June SLCBAC meeting to follow mini-summit was discussed. Early in June SLCBAC meeting, the group should debrief mini summit and discuss the implementing of ideas from mini-summit: A.J. said these kinds of discussion would set the stage for making a strategic plan for SLCBAC. A.J. also said he thought it would be helpful to provide feedback to mini-summit attendees.

7. Other June SLCBAC agenda items were discussed: George: BTIP discussion; need for logo discussion; road respect discussion; discussed need for finance committee, preparing budget for next year.

8. The executive committee discussed the need to stay on time for the meeting agendas. A discussion was had about keeping public comments at beginning of meeting, but keep control

over time allotted to each agenda item. John said he will monitor and enforce time guidelines during the SLCBAC meetings.

9. A.J. concluded the meeting and the committee was adjourned.

